

*Innsworth Parish Council  
 Agenda/summons  
 Meeting to be held on 24<sup>th</sup> January 2025  
 At 6.30pm  
 in the Imjin Station Community Centre  
 GL3 1HW*

1.	<b>Welcome and introductions</b>
2.	<b>Council to note the resignation of Cllr Meek and to note that the appropriate procedure is being followed</b>
3.	<b>Attendance to be recorded (anticipated as Parish Councillors David Hale, Dona Jiji John, Graham Bocking, Julie Evans, Rojina Pradhan Ra Kevin Sherwood &amp; Ploy Culley &amp; Borough Councillor Sarah Hand, Borough Councillor Paul Ockelton, County Councillor Paul McLain ) and members of the public</b>
4.	<b>Apologies for absence received from Parish Councillors to be accepted and recorded Other apologies to be recorded</b>
5.	<b>Council invited declarations of Interest related to items in the agenda</b>
6.	<b>Council to approve the minutes of the meeting held on 22<sup>nd</sup> November 2024</b>
7.	<b>Public Session -Members of the public are invited to address the Council and then after the public session is closed, they are invited to observe the remainder of the meeting</b>  Public session to be closed
8.	<b>Council to invite report from County Councillor McLain</b>
9.	<b>Council to invite report from Borough Councillor Hands</b>
10	<b>Council to invite a report from Borough Councillor Ockleton</b>
11	<b>Council to note that an invitation has been sent to Bromford Housing to to attend the meeting to discuss issues raised by Councillors</b>
12	<b>Council to approve the payment list as shown in the cash book-</b>
13	<b>Council to approve the financial reports</b>
14	<b>Council to note no grant applications have been submitted in accordance with the adopted policy – see website</b>
15	<b>Council to note park updates</b> <ul style="list-style-type: none"> <li>• Council to discuss contract matters in confidential business at the end of the agenda</li> <li>• Bear Bin needs replacement back- quote needed- cfwd</li> </ul>
16	<b>Council to note update on review of the Neighbourhood Development Plan if available (standard item)</b>
17	<b>Council to note outstanding planning matters</b>
18	<b>Council to invite update from CC McLain on pedestrian crossing on Innsworth Lane</b>
19	<b>Council to note updates on noticeboards</b> <ul style="list-style-type: none"> <li>• Order placed and waiting delivery</li> </ul>

	<ul style="list-style-type: none"> <li>• To be installed at Luke Lane &amp; outside Nightingale Court both with name and legs - Green colour – £815+£815 =£1555 -deliver to Cllr Hale Bid for Build Back Better Grant has been successful in the sum of £1630</li> <li>• Council to consider request for noticeboard outside the Londis shop opposite barracks</li> </ul>
20	Council to invite updates on social media matters (Cllr Culley)
21	Council to invite update on tree planting (Cllr Culley)
22	<p>Council to consider update on bus shelters</p> <ul style="list-style-type: none"> <li>• Bus shelter opposite Kestrel Parade removed and disposed of</li> </ul>
23	<p>Council to consider further Highways and footpath issues</p> <ul style="list-style-type: none"> <li>• Bins for new development requested from TBC under s106 agreement</li> </ul>
24	<p>Burial ground updates (as standard item) not available</p> <ul style="list-style-type: none"> <li>• Burial ground costs -Innsworth pc not being asked for monies – 3 emails have been sent and Churchdown Clerk has responded that she will look into it. Waiting further response</li> <li>• Churchdown/Innsworth Parish Councillors update requested</li> </ul>
25	<p>Council cfwd Defibrillator update (Cllr Sherwood) new one needed to be put outside. Shop at Kestral Parade will confirm all running costs to be covered. Council to approve costs /running/reporting Clerk is waiting for costings and responsibility for maintenance/reporting</p>
26	<p>Council to note the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 28<sup>th</sup> March, 23<sup>rd</sup> May and 25<sup>th</sup> July 2025 (all 4<sup>th</sup> Fridays)</p>
27	Items raised for information purposes –
28	<p>Council agreed resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment/legal/contracting matters</p>
29	Close of meeting

*Innsworth Parish Council*  
*Draft minutes of*  
*Meeting held on 22<sup>nd</sup> November 2024*  
*At 6.30pm*  
*in the Imjin Station Community Centre*  
*GL3 1HW*

1.	<b>Council agreed Cllr Hale as Chair of the meeting</b>
2.	<b>Attendance recorded as Parish Councillors David Hale, Christine Meek, Dona Jiji John, &amp; Borough Councillor Sarah Hand, Borough Councillor Paul Ockelton, County Councillor Paul McLain and 7 members of the public</b>
3.	<b>Apologies for absence received from Parish Councillors were accepted and recorded from Graham Bocking, Julie Evans, Kevin Sherwood &amp; Ploy Culley, Rojina Pradhan Ra</b>
4.	<b>Council agreed application for co-option, who has confirmed that she meets the legal criteria and lives in the parish. Following the decision of the Council and the signing of paperwork Rhiannon Evans was invited to join the Council</b>
5.	<b>There were no declarations of Interest related to items in the agenda</b>
6.	<b>Council approved the minutes of the meeting held on September 27<sup>th</sup> 2024</b>
7.	<p><b>Public Session -Members of the public were invited to address the Council and then after the public session is closed, they were invited to observe the remainder of the meeting</b></p> <ul style="list-style-type: none"> <li>• Roads by the junior school including pot holes – referred to CC McLain</li> <li>• Elderly resident activities and mini bus for shopping requested</li> <li>• Notice boards-see agenda item</li> <li>• Defibrillator</li> <li>• Dog Bins in Dry Meadow and new developments – refer to BC Officer</li> <li>• Community groups</li> <li>• Use local shops to post agendas</li> <li>• Request for Newsletters</li> <li>• Tenants and Residents Association</li> <li>• Innsworth Community Hall</li> <li>• Potential precept increase</li> <li>• Non-locking of park</li> <li>• Walks around Innsworth to identify areas of concern</li> <li>• Parking on pavements, outside school and blocking pavements</li> </ul> <p>Public session closed at 18.55</p>
8.	<p><b>Council invited report from County Councillor McLain</b></p> <ul style="list-style-type: none"> <li>• Road concerns response</li> <li>• Fix-My-Street portal</li> <li>• Winter Fuel Payments and other sources of funding</li> <li>• Recipients of Free School Meals scheme extended for holidays for food /activities via Young Gloucestershire – applications via GCC website</li> <li>• M5 Junction 9 and 10 and housing elements for the local area</li> <li>• New Flood Plain map in new year</li> <li>• GCC responses to planning applications and infrastructure needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Taylor Wimpey re TRO update</li> <li>• GCC Budget</li> </ul>
9.	<b>Council invited a report from Borough Councillor Hands</b> <ul style="list-style-type: none"> <li>• Meeting with residents held looking at Brook</li> <li>• Brook cleared up to Junior School this week by TBC</li> <li>• Dry Meadow Lane surface looked at by TBC</li> <li>• Planning system update</li> <li>• Planning specific enquirement</li> <li>• Parish /Town seminar</li> <li>• Community Hall update</li> </ul>
10	<b>Council invited a report from Borough Councillor Ockleton</b> <ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Planning system and Government policies</li> <li>• Flooding concerns</li> <li>• Notice Boards / NHS bench</li> <li>• Notice boards on new development</li> </ul>
11	<b>Council noted that an invitation has been sent to Helen Richards at Bromford Housing (invited guest) to attend the meeting to discuss issues raised by Councillors</b>
12	<b>Council approved the payment list as shown in the cash book-</b>
13	<b>Council approved the financial reports</b>
14	<b>Council approved the precept for 2025/26- £21k</b>
15	<b>Council noted no grant applications have been submitted in accordance with the adopted policy – see website</b>
16	<b>Council noted park updates</b> <ul style="list-style-type: none"> <li>• Council discussed contract matters in confidential business at the end of the agenda</li> <li>• Bear Bin needs replacement back- quote needed</li> </ul>
17	<b>Council noted no update on review of the Neighbourhood Development Plan (Cllr Bocking) was available (standard item)</b>
18	<b>Council noted outstanding planning matters</b> <ul style="list-style-type: none"> <li>• Street lighting on Frog Furlong Lane agreed – clerk to respond email</li> </ul>
19	<b>Council noted update from CC McLain on pedestrian crossing on Innsworth Lane see CC report</b>
20	<b>Council considered updates on noticeboards</b> <ul style="list-style-type: none"> <li>• agreed there is a need for 2 replacement ones – One Luke Lane &amp; outside Nightingale Court both with name and legs - Green colour – £815+£815 =£1555 -deliver to Cllr Hale Bid for Build Back Better Grant has been successful in the sum of £1630</li> <li>• request for noticeboard outside the Londis shop opposite barracks</li> </ul>
21	<b>Council cfwd updates on social media matters (Cllr Culley)</b>
22	<b>Council cfwd update on tree planting (Cllr Culley)</b> <ul style="list-style-type: none"> <li>• GCC will supply whips and Council will need to identify and arrange project-</li> </ul>
23	<b>Council agreed update on bus shelters</b> <ul style="list-style-type: none"> <li>• Bus shelter opposite Kestrel Parade to be removed and disposal- Quote requested by Clerk</li> </ul>

	<ul style="list-style-type: none"> <li>• Price obtained from GCC contractors who had relocated the bus shelter in Innsworth Lane. Remove bus shelters, cut down stanchions below the ground level and ground will be patched – Council agreed £550 plus VAT</li> </ul>
24	<p><b>Council noted no further Highways and footpath issues</b></p> <ul style="list-style-type: none"> <li>• Parish as a whole is looking very grubby</li> <li>• Gutter clearance Blackbird Avenue– Highways report to CC McLain</li> <li>• Resident bins without lids – reported to BC Hands</li> <li>• Civic Pride initiatives</li> </ul>
25	<p><b>Burial ground updates (as standard item) not available</b></p> <ul style="list-style-type: none"> <li>• Burial ground costs -Innsworth pc not being asked for monies – 2 emails have been sent but no response received</li> <li>• Innsworth Parish Councillors are asked to report back from Churchdown PC</li> <li>• Monthly Maintenance fees not being requested</li> </ul>
26	<p><b>Council received feedback from launch of GAPTC website and portal- Clerk</b></p>
27	<p><b>Council cfwd Defibrillator update (Cllr Sherwood)</b>  <b>new one needed to be put outside. Shop at Kestral Parade will confirm all running costs to be covered. Council to approve costs /running/reporting</b></p>
28	<p><b>Council noted the dates for meetings of the Council (Imjin Station Community Centre has been booked), meetings start at 6.30pm on 24<sup>th</sup> January, 28<sup>th</sup> March, 23<sup>rd</sup> May and 25<sup>th</sup> July 2025 (all 4<sup>th</sup> Fridays)</b></p>
29	<p><b>Items raised for information purposes – Fish and Chip Shop</b></p>
30	<p><b>Council agreed resolution to exclude members of the public/press/members of other Council bodies under Public Bodies (admission to meetings Act 1960) by reason of the confidential nature of the business to be transacted regarding employment/legal/contracting matters</b></p> <p><b>Agreed employment</b></p> <p><b>Clerk to approach CPC</b></p>
31	<p><b>Close of meeting 20.00</b></p>

## FINANCIAL REPORTS FOR JANUARY 2025 MEETING

### Cash book

date	payee	chq no	amount	balance
	opening balance			17786.67
29/04/2024	precept		21000.00	38786.67
10/04/2024	b holder	868	-91.00	38695.67
26/04/2024	b holder	869	-916.08	37779.59
26/04/2024	bank charges		-10.00	37769.59
15/05/2024	b holder	870	-915.88	36853.71
28/05/2024	b holder	871	-117.00	36736.71
15/05/2024	m cotterell	872	-308.88	36427.83
15/05/2024	pata	873	-134.20	36293.63
15/05/2024	gaptc	874	-529.86	35763.77
06/06/2024	greenway fence	875	-659.54	35104.23
20/06/2024	hmrc to 30/6/24	877	-1114.70	33989.53
19/06/2024	m cotterell	878	-308.88	33680.65
20/06/2024	l selkirk	879	-155.00	33525.65
20/06/2024	b holder	880	-796.08	32729.57
21/06/2024	glebe to 7/24	881	-1140.44	31589.13
26/05/2024	bank charges		-12.00	31577.13
18/07/2024	b holder	882	-776.00	30801.13
18/07/2024	greenway seats	884	-1862.06	28939.07
18/07/2024	m cotterell	883	-308.88	28630.19
18/07/2024	glebe to 7/24	885	-855.33	27774.86
08/08/2024	cloud next 9 months	886	-431.28	27343.58
15/08/2024	cloud next domain	887	-132.00	27211.58
13/08/2024	b holder sal/expenses	888	-737.00	26474.58
04/09/2024	glebe 8/24	889	-285.11	26189.47
18/09/2024	b holder sal/expenses	890	-759.88	25429.59
18/09/2024	hmrc	891	-1576.50	23853.09
18/09/2024	pkf littlejhn	892	-252.00	23601.09
25/08/2024	charges	dd	-11.00	23590.09
25/07/2024	charges		-15.00	23575.09
25/06/2024	charges		-12.00	23563.09
01/11/2023	cheque w/o	845	18.50	23581.59
24/10/2024	b holder	893	-759.88	22821.71
14/11/2024	pata	894	-15.00	22806.71
14/11/2024	hmrc to nov 24	896	-1250.46	21556.25
14/11/2024	b holder salary	895	-852.50	20703.75
14/11/2024	b holder expenses	897	-74.80	20628.95
14/11/2024	glebe	898	-285.11	20343.84
14/10/2024	GCC build back better	receipt	1630.00	21973.84
25/09/2024	charges	dd	-12.00	21961.84
25/10/2024	charges	dd	-11.00	21950.84
10/12/2024	b holder	899	-732.15	21218.69
16/01/2025	b holder	906	-754.95	20463.74
12/12/2024	hmrc dec	900	-550.28	19913.46

17/12/2025	parish notice board	902	-1023.00	18890.46
02/01/2025	glebe -oct	903	-285.11	18605.35
02/01/2025	eyelid -website	904	-100.00	18505.35
08/01/2025	lane and co bus shelter removal	905	-660.00	17845.35
25/12/2024	charges	dd	-12.00	17833.35
25/11/2024	charges	dd	-10.00	17823.35

### Payment list

parish notice board	902	-1023.00
glebe -oct	903	-285.11
eyelid -website	904	-100.00
lane and co bus shelter removal	905	-660.00

### Bank reconciliations

opening balance 1/4/24	<u>17786.67</u>	
income	22630	
payments	<u>-22593.32</u>	
closing balance 18/11/24	<u>17823.35</u>	0.00

balance per statement 4/1/25 20646.41

less unrepresented cheques

906	-754.95
902	-1023.00
903	-285.11
904	-100
905	-660.00

-2823.06

reconciled balance 17823.35

money manager 70,511.49

total cash at bank 88,334.84

### Other reconciliations

#### payroll reconciliation

	cash book	pata	hmrc
gross	12014.02	11959.90	
ees ni		118.42	
ers ni		604.40	
paye/ni	4491.94	4319.40	550.28
net	<u>7522.08</u>	<u>7522.08</u>	

#### expenses reconciliation

	30/04/2024	30/05/2024	30/06/2024	31/07/2024	31/9/24	30/11/2024	30/01/2025
mileage		24	12	12	12	12	12
use of home	78	52	26	26	52	52	26
june, aug			52				
printing	5	12	5	5	2.8	2.8	2.8
stationery		17	8				
postage	8	12	8	8	8	8	8
	<u>91</u>	<u>117</u>	<u>111</u>	<u>51</u>	<u>74.8</u>	<u>74.8</u>	<u>48.8</u>
dec wfh							26

<b><u>budget against actual</u></b>	<b><u>budget</u></b>	<b><u>actual</u></b>	<b><u>balance</u></b>	<b><u>25/26</u></b>	
<b>income</b>					
precept	21000	21000	0	21525	2.50%
cil		0	0		
wayleave		0	0		
interest on money manager		1128	1128		
transfer out					
transfer in		0			
vat refund			0		
	21000	<u>22128</u>	<u>1128</u>	21525	
<b>expenditure</b>					
salary	6500	12014	-5514	14352	
admin	3000	721	2279	3000	
hmrc			0		
play area	9000	3448	5552	9000	running costs
bus shelter	1200	660	540		from reserves
website	500	663	-163	700	
training	500	0	500	200	
community events	2000	-19	2019		from reserves
play equipment	4100	0	4100		from reserves
payroll costs	120	189	-69	200	
subscriptions	300	530	-230	600	
bank charges	100	105	-5	100	
notice boards		1023	-1023		
grass cutting	5000	2851	2149	3600	
insurance	1200	0	1200	1200	<b><u>due Jan 25</u></b>
room hire	500	0	500	500	
vat		0	0		
audit	150	407	-257	500	
burial ground		0	0		from reserves
dog and waste bins	250	0	250		from reserves
grants	2580				from reserves
total expenditure	<u>37000</u>	<u>22593</u>	<u>11827</u>	<u>33952</u>	
balance to/from reserves	<u>-16000</u>			<u>-12427</u>	
	<u>21000</u>			<u>21525</u>	

fixed asset register			
land			
play equipment		rookery road play area	value
		cherry unit	0
		various	12474
		MUGA	9000
		safety surface	113698
		tidy bear	6886
	2022	pirate ship	200
street furniture		play equipment and gates	24670
		poppy seats x3	18616
		bus shelters x8	2113
		notice boards x5	15042
		village name plates	3522
		wooden knee railing and posts	1147
		RAF seat	6369
		NHS seat	1401
		dog bins x7	1860
		litter bins x12	1000
office equipment		new litter/dog bins	960
		laptop	1700
		printer	369
maintenance equipment		phone	286
			105
		vegetation maintenance	
		TOTAL at 31/3/23	158
			<hr/> 221576

**reserves reconciliation**

reserves	2024	
play parks	20000	
street furniture	20000	
grants and donations	5500	
contingency	5000	
muga	10000	
NDP	5000	
IT	1000	
31/3/24		66500

